



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CORRECTIONAL BOOT CAMP MANAGER</b>	<b>37*</b>	<b>D</b>	<b>12.518</b>

Under general direction of the Warden, supervise a paramilitary program of regimental discipline for youthful offenders, as an alternative to incarceration, which includes military drills, strenuous physical exercise, hard labor, and educational and drug awareness programs.

Manage regimental discipline program by recommending policy and procedure revisions to administrative staff; ensuring policies and procedures are complied with by subordinate staff and regimental discipline offenders; coordinating with administrative staff the specific corrective plan for each offender including training, security, setting of priorities and needed medical attention; reviewing reports, irregularities, and disturbances submitted by correctional staff and determining course of action; and conducting investigations on offenders and correctional staff, preparing report of findings for administrative review, and taking corrective action when appropriate.

Supervise correctional staff in performing duties related to custody, rehabilitation and care of offenders assigned to regimental discipline program; and ensure correctional staff comply with all institutional/depart-mental regulations. Train staff in specific paramilitary techniques and assign responsibilities based on a paramilitary structure. Develop and revise work performance standards and evaluate staff performance; recom-mend training to enhance job performance and provide initial orientation and on-the-job training; counsel employees in work-related activities, professional growth and career development; recommend disciplinary action; and either resolve formal and informal grievances or provide information for response at higher levels.

Serve as the ranking security officer in a specialized treatment unit. Train and command offenders in basic military movements and activities by marching offenders in military formation and calling cadence; teaching offenders drill instruction course which develops productive attitudes, better personal hygiene, self-discipline, self-esteem, basic grammar skills, etc.; leading, instructing and participating in physical exercises specified by the regimental discipline program; and imposing physical discipline on program offenders within regulations. Evaluate offenders' abilities and accordingly command their performance through a grading and monitoring system. Write reports and make recommendations of program placement and/or discipline for program offenders. Ensure that daily activities of offenders are conducted in a paramilitary fashion by assigning living quarters, setting basic privileges, and allowing no communication with general inmate population.

Organize and conduct inspections and searches of offenders in their living and work areas to ensure enforcement of security and compliance with rules and program and safety regulations, including hygiene inspections and counts and shakedowns for contraband material.

Perform related duties as assigned.

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**\* Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

## MINIMUM QUALIFICATIONS

### SPECIAL NOTES AND REQUIREMENTS:

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Must attach proof of honorable discharge from the armed forces, i.e., DD-214, at time of application, which indicates at least two years drill instructor experience.
- \* Must be certified as a boot camp instructor, which includes certification as to physical agility abilities.
- \* Must have completed either a 40-hour course in military leadership or a three-credit semester course from an accredited college or university in supervisory/leadership techniques.
- \* Applicants must meet P.O.S.T. requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Must possess a valid current Class C driver's license and maintain for duration of employment

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and completion of a two-year tour of duty as a military drill instructor or sergeant with the United States Armed Forces. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** close order drill instruction; paramilitary techniques and leadership skills as applied to leading, training and disciplining recruits. **Knowledge of:** supervisory techniques; military inspection and investigation techniques. **Ability to:** control, train, and lead large groups of young individuals; demonstrate the possession of moral and physical courage; be forceful, but firm; communicate effectively both orally and in writing; work with individuals of varied ethnic backgrounds; demonstrate superb physical agility and endurance; read and interpret applicable rules, regulations, policies and procedures; visually inspect areas for compliance with established rules and regulations. **Skill in:** managing aggressive behavior and conflict resolution; motivating individuals to employ positive behavior techniques.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** institutional rules, regulations, policies and procedures; investigative techniques employed in the department; the employee evaluation and disciplinary process. **General knowledge of:** the administrative operation in order to effectively manage the program. **Knowledge of:** the regulations and policies governing the Regimental Discipline Program; the regulations regarding placement of offenders in the program. **Ability to:** prepare detailed technical and evaluative reports which conform to departmental standards.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.518

ESTABLISHED: 11/29/90PC  
REVISED: 5/29/92PC  
REVISED: 1/1/01LG  
REVISED: 7/1/01LG